



WEST VALLEY CITY  
Unity • Pride • Progress

COMMUNITY & ECONOMIC DEVELOPMENT  
DEPARTMENT

APPLICATION FOR SUBDIVISION BY METES AND BOUNDS  
OR LOT SPLIT  
for property located at

**FEE: \$250.00 + \$250.00/Lot For Industrial and Commercial**  
**\$250.00 + \$100.00/Lot split for Agriculture Lots Over 2 Acres**

Date \_\_\_\_\_ Application # \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Number of Lots \_\_\_\_\_

\* Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Developer/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Sidwell No. \_\_\_\_\_

**LEGAL DESCRIPTION:** (Attach)

**TOTAL AREA - Acres or Square Feet:** \_\_\_\_\_

1. Right-of-way of existing access road(s) \_\_\_\_\_

2. Do the lots fronting on the existing roads acknowledge any programmed widening?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

3. The zone in which this subdivision is located is \_\_\_\_\_.

4. Required lot area is \_\_\_\_\_. Required width is \_\_\_\_\_.

5. Area of smallest lot is \_\_\_\_\_. Width of smallest lot is \_\_\_\_\_.

6. Improvement District that will serve this subdivision is \_\_\_\_\_.

7. Are all ditches on or adjacent to the subdivision noted on the preliminary plat?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

8. Is this one phase of a larger project? \_\_\_\_\_ Yes \_\_\_\_\_ No

\* Current property owner must sign application. 06/04/2003

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH                    )  
  ) ss  
COUNTY OF SALT LAKE        )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the West Valley City Planning staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

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AGENT AUTHORIZATION

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

**WEST VALLEY CITY  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING AND ZONING DIVISION**

**Lot Split Information Sheet**

Lot splits are subdivisions which meet the following criteria:

- ! Result in no more than two lots which because of their size cannot legally be further subdivided;
- ! Require no street dedication;
- ! Conform to the general character of the surrounding area and the general pattern of existing lot lines;
- ! Do not adversely affect the remainder of the parcel or adjoining property conform to the applicable provisions of the Zoning Ordinance regarding setbacks, lot size, and frontage.
- ! Involve property that is not part of an existing platted subdivision.

The intent of the lot split provision is to allow owners of property which meets the above criteria to divide their property with a minimum of time and expense. Lot splits are reviewed and approved at staff level and require no public hearings. The following procedure is used for processing lot splits.

- 1) Meet with a planner to discuss the issues involved in subdividing the parcel. The planner will review the existing parcel and determine whether it meets the criteria for a lot split. If you have any questions about the process this is a good time to ask them. Please feel free to ask any question you may have.
- 2) Once the planner has reviewed the parcel and determined that a lot split is possible, you will need to approach a licensed land surveyor to survey the property and prepare a plat. With the application packet, you will receive a checklist of items that are required on the plat. Give this checklist to your surveyor. Following this checklist will minimize time spent obtaining revisions once the plat is submitted.
- 3) You will need to provide 14 copies of the plat along with the completed application. If you are unsure how to answer questions on the application, a planner will assist you. You will also need to complete the appropriate affidavit on the back of the application. If you are the property owner and will be handling your own application, complete the property owner affidavit. If you are not the property owner, you will need to obtain the property owner's signature on the agent authorization affidavit. The affidavit must also be notarized. Fees for the lot split must be paid at the time you submit the application. In addition to this fee a bond for public improvements may be necessary as well as a flood impact fee. The relevance of those fees will be determined as a review by the Engineering Division is completed.

The subdivision will be reviewed by the Community Development Department, the Public Works Department, the water and sewer improvement district, and any other appropriate agency. Comments from these agencies will be compiled by the Community Development Department. The subdivision may be approved, approved with conditions, or disapproved. The decision will be made as soon as possible and will be based on the compliance of the proposed subdivision with the laws and ordinances of the City with respect to street improvements, zoning, flood control requirements, lot configuration, and comments received from other agencies. When the subdivision is in compliance with all ordinances and conditions, your engineer or surveyor will need to prepare a mylar. The mylar will then be signed by the Community Development Director.

### **RECORDING THE SUBDIVISION**

After the subdivision has been approved and signed by the Community Development Director, the mylar will be returned to you. It will then be your responsibility to file the lot split survey at the Salt Lake County Surveyor's Office. These offices can be found on the first floor of the north building of the Salt Lake County complex at 2001 S. State Street, in Salt Lake City. When the subdivision has been filed, you will then be able to market, sell, or develop the new lot.

### **APPEAL OF THE COMMUNITY DEVELOPMENT DIRECTOR'S DECISION**

If you or any aggrieved person, or any officer, department, board, or agency of the City affected by the decision disagree with a decision or condition made by the Community Development Director an appeal may be filed with the Planning Commission. This appeal must be made in writing, with the Secretary to the Planning Commission within 10 days after the decision is made. The appeal will be heard by the Planning Commission at its next regularly scheduled meeting. The Planning Commission may affirm, modify, or overrule the decision of the Community Development Director. Appeals of the Planning Commission decision are made to the City Council and thereafter to the District Court.

## WEST VALLEY CITY

### SUBDIVISION BY METES AND BOUNDS OR LOT SPLIT APPLICATION CHECKLIST

This is a list of required items which must be submitted with your application for subdivision by metes and bounds or lot split. These requirement can be found in Section 8-4 of the West Valley City Subdivision Ordinance. Please check each item off as you obtain or complete it. This will help you to insure that your application is complete when it is submitted. All of the listed items must be provided unless specifically waived by City staff. Please be aware that **incomplete applications will not be accepted by the Community Development Department.**

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- ~ APPLICATION FOR SUBDIVISION BY METES AND BOUNDS OR LOT SPLIT with appropriate affidavits signed by property owners, and fee in the amount of \$250.00 plus \$250.00 per lot.
- ~ Mylar and two copies of the property survey and legal description meeting the requirements of the WEST VALLEY CITY ENGINEERING DIVISION PLAT REQUIREMENT CHECK LIST FOR LOT SPLITS, METES & BOUNDS, ETC. and showing existing improvements on the property.
- ~ Any necessary improvement plans and/or bond agreements.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED BY  
THE COMMUNITY DEVELOPMENT DEPARTMENT**

12/12/2002

**WEST VALLEY CITY  
ENGINEERING & PLANNING DIVISIONS  
PLAT REQUIREMENT CHECKLIST FOR SUBDIVISION BY METES & BOUNDS**

**Narrative Requirements**

- G Explain purpose of survey
- G Explain basis on which lines were established
- G Explain which found monuments and deed elements controlled the lines established or re-established

**Plat Requirements\***

- G Date of Survey
- G Clients name for indexing
- G Location (¼ section, township, range, and/or ten acre plat)
- G Written and graphic scales and North arrow shown (North to top or right of sheet)
- G Basis of bearing, including sufficient data for retracement
- G Tie (sec. cor.; ¼ cor.; ten acre plat block cor.; or lot corner of a recorded subdivision)
- G Distance and course of all lines traced or established
- G All measured bearings, angles and distances separately indicated from those of record
- G Relationship between monuments found and monuments set
- G Legend (set and found monuments separately indicated and described, size, length, type and how marked)
- G Surveyor's seal (signed)
- G Surveyor's business name and address
- G Legal description; description agrees with drawing
- G Boundaries close to within 0.010'
- G Curve data shown and correct

**Additional Plat Requirements**

- G Vicinity map
- G Checks with ownership plat; adjoining ownership shown
- G Addresses shown
- G Lot area shown; total acres shown
- G Final approval signature block included
- G 24" x 36" sheet

\* Per Salt Lake County Surveyors Office requirements for record of survey.

**“I certify that I have addressed the items in the preceding checklist. I understand that incomplete plats will be returned without review and a \$50 multiple recheck fee will be required.”**

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Authorized Signature